IDAHO
Technology Student Association
Conference Reference Manual
for 2005

"TSA – A LEGACY OF LEADERS"

TABLE OF CONTENTS

2005 CONFERENCE SCHEDULE

Pre-Conference Meetings and Activities			
Event	Event Time	Event Location	Event Contact
Online Registrations Completed	February 1, 2005	IDPTE	Linda Pattison
Do-Aheads Due	February 1, 2005	Robert Stuart Jr. HS, Twin Falls, ID	Jim Siggaard
Do-Aheads Judged	February 2005	Robert Stuart Jr. HS, Twin Falls, ID	Jim Siggaard
Judges Meeting	TBD		Jim Siggaard
Day One Conference Setup – Thursday, March 10th			
Event	Event Time	Event Location	Event Consultant
Pre-Conference Consultants/ Coordinators Meeting			Monti Pittman
3D Animation			Jim Siggaard
School/Student Check In			Monti Pittman/ Linda Pattison
Check In Students' Projects			Student Officers
Chapter Advisors' Meeting			Monti Pittman
CADD – Arch I			Ed Livingston
CADD – Arch II			Ed Livingston
Dragster Prelims I & II			Jeff Grove/Colby Mattila
Opening Ceremony			Miles Carroll
Dragster Finals I & II			Jeff Grove/Colby Mattila
Written Tests			TBD
Day Two - Friday, March 11th			
Event		Event Location	Event Consultant
Interview Sign-ups			Linda Pattison
Desktop Publishing I and II (Set up and Practice)			Mark Lincoln
Problem Solving I			Dave Heath
Problem Solving II			Dave Heath
Desktop Publishing I			Mark Lincoln
Desktop Publishing II			Mark Lincoln
Technology Bowl II			Jerry Richardson

Event	Event Time	Event Location	Event Contact
Construction I			Jerry Richardson
Electronics Custom Design (Interviews)	(See Posted Schedule for Individual Times)		Sal Lorenzen
Technology Bowl I			Jerry Richardson
Construction II			Mel Mikkola
Prepared Presentation I			Rick Robinson
Prepared Presentation II			Rick Robinson
CADD Mechanical I			Marv Scow
CADD Mechanical II			Marv Scow
Dinner			Jim Siggaard
Structural Engineering I			Jared Merrick
Structural Engineering II			Jared Merrick
Job Interview I	(See Posted Schedule for Individual Times)		Brent Terry
Job Interview II	(See Posted Schedule for Individual Times)		Brent Terry
Electronics Demo I			Sal Lorenzen
Electronics Demo II			Sal Lorenzen
Architectural Model (Interviews)	(See Posted Schedule for Individual Times)		Dallas Tollman
Day Three – Saturday, March 12th			
Event	Event Time	Event Location	Event Contact
Chapter Team I			Ted Carlson
Chapter Team II			Ted Carlson
Structural Engineering I & II Testing			Jared Merrick
Debriefing Meeting for Chapter Advisors			Monti Pittman
TSA Business Meeting/Elections			Miles Carroll
Awards Ceremony			Miles Carroll Monti Pittman
Project Pickup and Checkout			Linda Pattison

BOARD MEMBERS AND EVENT CONSULTANTS

2005 TSA Board Members and Alternates:

Region	Member	Alternate
Region I	Randy Boyd	Colby Mattila
Region II	Jerry Richardson	Vacant
Region III	Jeff Grove	Greg Grove
Region IV	Jim Siggaard	Alan Johnson
Region V		Phil Willey
Region VI	Mark Lincoln	David Heath

Student Officers' Leadership Coordinator – Miles Carroll
Postsecondary Representative – Jared Merrick, University of Idaho

2005 Conference Coordinator:
Jim Siggaard – Robert Stuart Jr. HS

Event	Consultant
3-D Animation	Jim Siggaard
Architectural Model I & II	Dallas Tolman
CADD - Architectural I & II	Ed Livingston
CADD - Mechanical I & II	Marv Scow
Chapter Team I & II	Ted Carlson
Construction Technology I & II	Jerry Richardson/Mel Mikkola
Design Vehicle I & II	Colby Mattila
Desktop Publishing I & II	Mark Lincoln
Dragster Design (Metric 500 – CO_2) I & II	Jeff Grove/Colby Mattila
Electronic Systems - Custom Design I & II	Sal Lorenzen
Electronic Systems - Demonstration I & II	Sal Lorenzen
Imaging Technology I & II	Gordon Thomas
Job Interview I & II	Brent Terry
Manufacturing I & II	Greg Grove
Prepared Presentation I & II	Rick Robinson
Promotional Communications I & II	Dave Heath
Promotional Graphics I & II	Mark Lincoln
Safety Poster I & II	Sal Lorenzen
Structural Engineering I & II	Jared Merrick
Technology Bowl I & II	Jerry Richardson
Technology Problem Solving I & II	Dave Heath

TSA MISSION STATEMENT

The mission of the Technology Student Association is to prepare our membership for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunities.

In order to help our members achieve this goal, TSA offers recognition in both technology and leadership arenas. We believe that by participating in carefully designed competition, a student becomes a 'winner'. Students learn how to compete by striving to do their best. Many teachers find that TSA competitive events provide yet another motivational tool.

IDAHO
TECHNOLOGY STUDENT ASSOCIATION
BYLAWS

ARTICLE I   NAME

<u>Section 1</u>.   The official name of this organization shall be the Idaho Technology Student Association, and may be referred to as the "ITSA" Chapter.

ARTICLE II   PURPOSES

<u>Section 1</u>.   The general purposes of this organization are:

a.   To assist local chapters in the growth and development of ITSA.
b.   To assist local chapters in the development of leadership and citizenship in social, economic, educational and civic activities.
c.   To increase the knowledge and understanding of our industrial technological world.
d.   To assist Technology Education and Industrial Arts students in the making of informed and meaningful occupational choices and goals.

<u>Section 2</u>.   The specific purposes of this organization are:

a.   To develop, through individual and group action, the ability of members to plan and organize together, using a variety of resources to carry out activities and projects to solve problems.
b.   To explore technology.
c.   To promote student learning in craftsmanship, scholarship and safety through curricular resource activities.
d.   To provide good leisure time and recreational activities and hobbies.
e.   To encourage students in creative expression.
f.   To develop consumer knowledge and awareness in students.
g.   To instill desirable work habits and attitudes toward the positive way of life in students, and to foster a deep respect for the dignity of work.
h.   To assist in providing guidance and counseling for students enrolled in technology education programs, in making informed and meaningful career choices and selected occupational fields.
i.   To expose students to the responsibility of representing a large membership.
j.   To prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs.

ARTICLE III   MEMBERSHIP AND ORGANIZATION

Section 1.   The Idaho Technology Student Association is an organization of local association chapters, each operating in accordance with a Charter granted by ITSA.
Revised: … with a Charter granted by National TSA.

Section 2.   Each charted association of the ITSA Chapter will be responsible for all operational activities within the state or geographic region; under the direction of the State Advisor of Technology Education or an appointed representative.

Section 3.   The Administration of ITSA interests will be vested in the State Advisor and State Officers of ITSA.

Section 4.   A local chapter shall use its full school/geographical area name before the acronym ITSA when identifying itself as a local chapter of the ITSA chapter.

Section 5.   Membership eligibility will be governed by ITSA. Annual membership dues shall be determined by ITSA. A local association may be chartered as a member if approved by the State Advisor. The membership year shall be September 1st to August 31st.

Section 6.   Individual membership in ITSA will be through chartered local chapters. A chapter will consist of a school or geographical unit. Each chapter will consist of individual members as described below:

Active members shall be students who are presently enrolled in or have been previously enrolled in technology education/industrial arts programs. An active member shall pay dues as established by ITSA. They may be declared eligible to hold state office, to participate in state competitive events or projects, to serve as a voting delegate, or to otherwise represent their association in state ITSA affairs as may be approved by their associations.

Associate members shall be students who are enrolled in related fields of instruction with emphasis in technology education, or who have been previously enrolled in technology education programs. An associate member shall pay dues as established by ITSA.

Alumni members shall consist of those individuals who have completed a technology education program (have been a former active or associate ITSA member), and who have graduated from or left school. Alumni members shall pay dues as established by ITSA. Alumni members shall not have the right to vote or hold office.

Professional members are those persons engaged in education, business, and industry; who have an interest in ITSA and in the welfare of technology education. Professional members shall pay dues as established by ITSA. Professional members shall not have the right to vote or hold office.

Honorary/Honorary Life members may be individuals who have made or are making contributions to the advancements of technology education as may be approved by the ITSA executive committee, and shall be exempt from annual dues.

Section 7. Individual members that have moved to a school or area that does not have an active chapter may continue to be affiliated with ITSA by continuing membership with their former chapter or with a chapter that is closest to them.

ARTICLE IV STATE OFFICERS

Section 1. The state officers of ITSA shall consist of a: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and Reporter. These state officers, along with the ITSA State Advisor and Coordinator(s), will be known collectively as the Executive Committee of ITSA.

Section 2. Duties of the ITSA State Officers:

President: It shall be the duty of the President of ITSA to preside at all meetings; to make necessary committee appointments including the designation of a committee chairperson; to develop, with the Executive committee, a program of work for his/her term of office; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Vice-President: It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibility of the President as occasions may demand; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Secretary: It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Treasurer: It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to help in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedures as set forth by Robert's Rules of Order Newly Revised; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Reporter: It shall be the duty of the Reporter to serve in any capacity as directed by the President; to accumulate and keep up-to-date information on the history of the association; to prepare articles for publication in ITSA publications, professional magazines and journals, newspapers and other news media; to contact other association members concerning new items for publication, and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Section 3. Only active members of ITSA will be eligible for a state office. Students cannot be elected to state office during their senior year.

Section 4. No individual may serve more than one term as a state officer in the same office.

Section 5. Individuals elected as State Officers at the annual conference will hold office until the close of the next annual conference, unless removed from office by the State Advisor and/or the State Leadership Coordinator.

Section 6. No chapter may have more than two state officers at any one time.

Section 7. The state ITSA President shall have authority to appoint a credentials committee to review all state officer candidates and their qualifications, and will submit to the voting delegates a slate of all candidates declared eligible for each state office. There will be no additional nomination from the floor. All state officers shall be elected by a majority vote of all of the voting delegates.

Section 8. The Executive Committee may fill, by appointment, any vacancy occurring in the state officers for the unexpired term, except in the office of President, which shall be filled by the Vice-President. In the case of a tie, the President will cast the deciding vote.

ARTICLE V MEETINGS

Section 1. A State ITSA Conference will be held each year with the time, date, and location designated by the ITSA Board of Directors.

Section 2.   Each chartered delegation will be entitled to one vote for each state officer in attendance (maximum of two (2)), plus two (2) additional votes for each chapter in that local delegation which has student members in attendance at the conference.

Section 3.   A majority of the registered voting delegates for the state conference shall constitute a quorum.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1.   The ITSA Executive Committee shall consist of an ITSA Officer (President), a State Advisor from each Region (1-6) of the state, the ITSA State Advisor, and the State Leadership Coordinator.

Section 2.   Meetings may be requested by the ITSA President, and must be approved by the ITSA Regional Advisors, and the ITSA State Advisor.

Section 3.   A majority of the members shall constitute a quorum.

Section 4.   The ITSA Executive Committee shall appoint standing and special committees as deemed necessary.

ARTICLE VII THE LOCAL TSA ADVISOR

It is recommended that a technology education teacher serve as a local chapter ITSA advisor; however, in cases where there is no such interested teacher, a local state certified educator may be appointed by the school's Principal. The appointed advisor would have all of the rights and privileges of a regular advisor, as long as that chapter is in good standing.

ARTICLE VIII   BOARD OF DIRECTORS

Section 1.   The ITSA Board of Directors is the policy making body for the administration of ITSA activities and programs.

Section 2.   The ITSA Board of Directors will manage ITSA's finances and will make available an annual report to each chartered delegation.

ARTICLE IX GRIEVANCES

Section 1.   The Grievance procedures of this organization are:

a. The complaint must be in written form and filed through the Chapter's Advisor.
b. The Chapter's Advisor must determine if there is any credence to the grievance, and if so, sign the written form.

c. The grievance, in written form, must be submitted to ITSA's President.

d. ITSA's President may serve on the Grievance Committee, along with two other officers or ITSA student members. The ITSA President must appoint the other members to serve on the Committee, selecting only those individuals with no conflict of interest.

e. If it is perceived that the ITSA's President has a conflict of interest in the outcome of the grievance, ITSA's Vice President will replace the President, and will also appoint the other two student officers or members.

f. The Idaho State Advisor will serve on the committee. The Idaho State Advisor will not have a vote.

g. ITSA members or student officers, with a vested interest in the outcome, should **not** be appointed to the Grievance Committee. This must be very carefully considered before any appointments or selections are made.

h. The decision of the Grievance Committee will be final.

ARTICLE X   AMENDMENTS

Section 1.   To amend these bylaws, the proposed amendments(s) must be submitted, in writing, by the chartered delegation to the President of ITSA at least ninety (90) days prior to the State Conference business meeting.

Section 2.   A Bylaws Committee of the Board of Directors of ITSA will review all proposed amendments. All approved amendments will be provided upon request to the chartered delegations and the ITSA Officers by the President (Chairman) of the Board of Directors of ITSA, at least thirty (30) days prior to the State Conference business meeting.

Section 3.   The proposed amendment(s) must be approved by two-thirds of the voting delegates present.

Section 4.   Each chartered delegation will be entitled to one vote for each state officer in attendance (maximum of two (2)), plus two additional votes for each local chapter which has student members in attendance at the conference.

Section 5.   The President (Chairman) of the Board of Directors of ITSA will be responsible for notifying, in writing, the chartered delegations of adopted amendments sixty (60) days following the annual meeting.

Section 6.   The approved amendment(s) will become effective in sixty (60) days following the State Conference, unless a different time period is stipulated in the Amendment.

CONFERENCE GENERAL RULES

Who May Attend
Everyone is welcome to attend the State Conference. If you do not wish to participate in this year's conference, you are welcome to come and observe. Bring along your video camera and tape the activities to use them as a tool to promote membership in TSA and participation at the State Conference.

Levels of Competition
The following breakdown of grades is used to designate categories for event entries:

- Middle School/Junior High School - Grades 6, 7, 8, 9
- High School - Grades 9,10,11,12

Ninth graders must compete at the level in which their chapter affiliates. For example, if the ninth grade is housed in a high school (9-12), the student must compete in the high school events. If the ninth grade is housed at a 6-9 or 7-9 school, ninth grade students must compete in the middle grade events.

Participation in Competitive Events

A.   It is the individual responsibility of participants to obtain all rules and guidelines for competitive events. Lack of knowledge or understanding, by an individual of a particular event(s), is not a reason or excuse for consideration for a change or adjustment of the rules or guidelines.

B.   In order to enter any competitive events, students and their chapters must be currently affiliated members with Idaho and National TSA.

C.   In order to be selected as a finalist in a competition, a student must be in attendance at the State Conference.

D.   Conference participants may enter a maximum of eight competitive events. Chapter Team will be allowed as a ninth event.

E.   Participants are entitled to only one entry per event.

F.   Advisors or chaperones may not physically or verbally aid participants. Doing so may cause point deductions or disqualification.

G.   For participants violating the rules, the decision to deduct twenty points or disqualify their entry will be at the judge's discretion. Judges must inform the Event Consultant(s) of a rule violation or disqualification.

H.   Team entry in events require that the Chapter designates a spokesperson, for the team, prior to the competition.

I.   Awards are presented to the winning entries in each event, at the Awards Ceremony. First, second, and third place awards will be presented in the events.

J.   All participants are expected to arrive on time for their competitions. Teams must arrive together. When applicable, all participants should be seated and ready to compete.

Who May Compete
In order to actively compete at the Idaho State Conference **each student must:**
    A.   Be a member of the Idaho Technology Student Association (ITSA), and a member of the National Technology Student Association (TSA).

    B.   Complete all required forms, listed below, <u>obtain all required signatures</u>, and pay State Conference registration fees to their Chapter Advisor(s) by the deadline date set by their Advisor.
          1.   Personal Liability and Medical Release form (pg 20)
          2.   Medical Information form (pg 21)
          3.   Code of Conduct form (pg 23)
          4.   IDPTE Web Site Image Release form (pg 24)

    C.   Forms may be reproduced from the Conference Manual for students, (Code of Conduct, State Officers, etc.), or they may be printed from Idaho TSA's website.

Advisors
    A.   **A COPY OF THE REQUIRED FORMS WILL BE SENT TO THE ADDRESS ON PAGE 15, OR FAXED TO 208-334-2365, ATTN: IDAHO TSA.**

    B.   Advisors will keep the originals in their possession during Conference.

State Officer Candidate Forms will be completed and mailed <u>directly</u> to the TSA Leadership Coordinator:

                Mr. Miles Carroll
                TSA Leadership Coordinator
                12813 North 5th West
                Idaho Falls, ID 83401
                cbarthree@aol.com

Advisor's will register their chapters using the "online registration system". They will be notified, by email, when they may access the online system and assistance will be provided, as needed, by contacting Linda at 208-334-3216, or email: lpattiso@pte.state.id.us.

Conference registration fees will be sent to the Idaho TSA postal mail box address listed below, and must be postmarked **no later than February 1st**. If the 1st falls on a weekend, the following Monday will be considered the deadline date. All registration fees are expected to be paid by the deadline date, unless prior arrangements have been made, by the Advisors with Idaho TSA staff.

DO NOT SEND MONIES TO THE STATE DIVISION OFFICE

The registration fee is $45.00 per student. There will be no advisor, chaperone, or observer registration fees.

THERE WILL BE ABSOLUTELY NO ON-SITE REGISTRATIONS.

Please make checks payable to: **Idaho Technology Student Association**

> **Mail to:**   **Idaho TSA**
> **PMB 328**
> **1770 W. State Street**
> **Boise, ID 83702**

Contest Grievances
   A.   Event Consultant(s), and/or judges, will make decisions pertaining to rule interpretations and/or procedures. However, if contestants do not accept these decisions, they may file a grievance.

   B.   Grievances are: infractions and/or problems that occur during the conference pertaining to contest rules, conference activities, disqualification of contestants, and major misunderstandings.

   C.   Refer to TSA Bylaws, pages 7-12.

Online Registration
The online registration system will be used by all Chapter Advisors. After the Administrator at the Division office has entered the required set-up information, Advisors will be notified and will be able to enter his/her chapter information, (do not mail in the old registration form from page 18). No changes or substitutions will be allowed on the registration form, after the State Conference Registration deadline date, February 1st, **regardless of errors made on registration forms by chapter advisors or their students**.

Any changes occuring AFTER the online registration access has been closed to Advisors, but BEFORE the registration deadline date, MUST be emailed to the State Advisor, Monti Pittman, mpittman@pte.state.id.us.

Substitutions or Changes

A Chapter with a team experiencing a registered team member not attending Conference due to an illness or family emergency, may speak to the State Advisor and request a substitute at Chapter Check in. The substitute must be a registered TSA state and national member.

Refunds

Requests for refunds, after the State Conference registration deadline, will be handled on a case-by-case basis by the State Advisor. Any student experiencing an illness or a family emergency will be given an automatic refund.

ALL REQUESTS FOR REFUNDS MUST BE IN WRITTEN FORM (see pg 19).

Non-participants

Advisors, chaperones, judges, conference workers, and invited guests attending the State Conference, will not be charged a registration fee.

Dress Code

Hats will not be allowed while attending any State Conference event. Shorts, cutoffs, frayed jeans, and similar apparel will be considered inappropriate dress while attending the conference. Students may wear casual clothing and bring along more professional looking clothing for such events as Job Interview. Inappropriate dress will be dealt with at the conference.

Completion of Projects

All work must be performed by the student under the direction of an instructor. No commercial assistance will be allowed. All off-site work must be verified by the instructor.

SPECIFIC INFORMATION FOR 2005 CONFERENCE

Conference Coordinator:

Mr. Jim Siggaard
2005 Conference Coordinator
Robert Stuart Jr. High School
644 Caswell Avenue West
Twin Falls, ID 83301

siggaard@tfsd.k12.id.us
208-733-4875 x 3361
Fax 208-733-4949

All "do-aheads" will be mailed to Jim Siggaard, at the address above. **All "do-aheads" must be postmarked by February 1, 2005.**

This year's Prepared Presentation and Conference Booklet Cover Theme is:

"TSA - A Legacy of Leaders"

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An information letter, containing lodging information and eating establishments on campus and in the general vicinity, will be mailed to all Chapters in December 2004. Additional, pertinent information regarding the Conference will be included at that time.

PLEASE USE ON-LINE CONFERENCE REGISTRATION. THIS FORM PROVIDED FOR CHAPTER USE ONLY – DO NOT MAIL IN FOR CONFERENCE REGISTRATION.

PLEASE LIST NAMES IN ALPHABETICAL ORDER (type or print clearly)

Number of students _____ X $45.00 Conference fee =

Amount enclosed $_____

Pre-conference mail-in deadline must be met **2/1/2004**

STUDENT NAMES PRINT LEGIBLY	LEVEL I or II	CADD - Architectural	CADD - Mechanical	Desktop Publishing	Imaging Tech	Job Interview	Promotional Communications	Promotional Graphics	3-D Animation Event	Architectural Model	Chapter Team	Construction	Design Vehicle	Dragster Design	Electronics - Custom Design	Electronics - Demonstration	Manufacturing	Prepared Presentation	Safety Poster Computer Generated	Safety Poster Hand Generated	Structural Engineering	Technology Bowl	Technology Problem Solving	Total Entries Per Student (8 Max)
Example *John Doe*	I	X			X		X			X		X	X			X		X						8*
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																								

* Allowed 9 events ONLY if registered in Chapter Team

Chapter Advisor please photocopy the completed entry form before mailing

IDAHO TECHNOLOGY STUDENT ASSOCIATION
PMB 328
1770 W. STATE STREET
BOISE, ID 83702

**This form should be submitted to Idaho TSA, address above, postmarked by February 1st,
the Conference registration deadline date.**

CONFERENCE REGISTRATION REFUND REQUEST FORM

Date	Conference Location
Student Name	Advisor Name
Chapter Name	
Amount of Refund Requested $	
Make check payable to (circle one) Student Chapter Other (explain)	
Reason for Refund Request	
Signature of Advisor	
Request for Refunded ❑ Approved ❑ Not Approved	
Signature of Conference Coordinator or State Division Program Manager	
Date	

*Note: Refunds will be issued from the VSO's Accounting Office and mailed to the student, in care
of their instructor at the school's address, unless otherwise noted.*

THIS FORM MUST BE SUBMITTED TO THE STATE DIVISION OFFICE, POSTMARKED BY THE CONFERENCE REGISTRATION DEADLINE – FEBRUARY 1ST.

IDAHO TECHNOLOGY STUDENT ASSOCIATION
PMB 328
1770 W. STATE STREET
BOISE, ID 83702

PERSONAL LIABILITY AND MEDICAL RELEASE FORM

Student Name
Idaho TSA Chapter/School
Advisor's Name
Home Street Address
City, Zip
Home Phone

NOTE: All persons under legal age must have a parent or guardian sign this form
All participants must also sign this form.

I hereby agree to release the Idaho Technology Student Association, its representatives, agents, servants and employees, from liability for any injury to above-named person, resulting from any cause whatsoever occurring to above-named person at any time while attending the above-named conference/meeting, excepting such injury or damage resulting from willful acts of such representatives, agents, servants and employees.

I do voluntarily authorize the participant/chapter advisor to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment to the above-named person as deemed necessary in medical judgment.

I agree to indemnify and hold harmless the Idaho Technology Student Association and said assistants and designers for any and all claims, demands, actions, rights-of-action, and/or judgments by or on behalf of the above-named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Parent or Guardian signature	Date
Participant signature	Date

CHAPTER ADVISOR WILL HAVE THIS FORM IN THEIR POSESSION DURING CONFERENCE.

PARTICIPANT: RETURN THIS FORM TO YOUR CHAPTER ADVISOR
ADVISOR: BRING THIS FORM TO THE CONFERENCE
(Advisors must have this form with them at all times during the conference)

THIS FORM MUST BE SUBMITTED TO THE STATE DIVISION OFFICE, POSTMARKED BY THE CONFERENCE REGISTRATION DEADLINE – FEBRUARY 1ST.

IDAHO TECHNOLOGY STUDENT ASSOCIATION
PMB 328
1770 W. STATE STREET
BOISE, ID 83702

MEDICAL INFORMATION FORM

Student's Name:	Home Phone:
Home Address: (City/State/Zip)	
School Name/Advisor's Name:	
Grade Level:	Age/Gender:
Known drug allergies:	
Last Tetanus vaccination received:	
History of hearing condition, diabetes, asthma, epilepsy or rheumatic fever (please list):	
Medication currently taking:	
Any physical restrictions:	
Other conditions:	
Name of family physician and telephone number:	
Name and telephone number of closest relative at home and work:	

IDAHO TECHNOLOGY STUDENT ASSOCIATION

THIS FORM <u>MUST</u> BE MAILED TO MILES CARROLL, STATE OFFICER LEADERSHIP COORDINATOR, POSTMARKED BY THE CONFERENCE REGISTRATION DEADLINE - FEBRUARY 1ST.
(see page 14 for mailing address)

<u>STATE OFFICER CANDIDATE FORM</u>

Student Name	Home Phone
Home Address	City/State/Zip
School Name	School Phone
School Address	City/State/Zip
Chapter Name	Email Address
Grade/Level	Age/Gender
Previous ITSA Chapter Offices held	

Are you interested in applying for a specific Office? _____Any Office _____Specific Office

Have you had any experience (Check yes or no)	Yes	No
Public Speaking		
Writing News Stories		
Committee Work		
Parliamentary Procedure		

How do you feel you could benefit ITSA the most if elected? Please explain

NOMINEE/CANDIDATE: "I have read the ITSA Constitution and Bylaws and understand the responsibilities of the office which I seek. If elected, I agree to be present and to participate in all ITSA activities during my term in office. I will also be willing to attend Executive Committee meetings which may be called during the year. If elected, I further agree to fulfill my duties to the best of my abilities and actively promote all ITSA activities."

Candidate Signature

ENDORSEES: "We recognize the responsibilities of the ITSA office for which we have nominated our candidate and will assist him/her in executing the responsibilities of said office, in any capacity that we can, should he/she be elected."

Chapter Advisor Signature	**Parent/Guardian Signature**
School Principal Signature	

IDAHO TECHNOLOGY STUDENT ASSOCIATION
PMB 328
1770 W. STATE STREET
BOISE, ID 83702

CODE OF CONDUCT

The Idaho Technology Student Association Leadership Conference is an educational function. It is the most significant meeting of the year for ITSA, with students attending from all over the state. It is approved as a major educational activity.

ITSA wants every person to have an enjoyable experience with maximum attention on safety and comfort. Everyone will be expected to conduct himself/herself in a manner best representing one of Idaho's greatest student organizations. In order that everyone may receive maximum benefits from their participation, the **"Code of Conduct"** must be followed at all times.

1. Participant conduct shall be the responsibility of the chapter advisor.
2. Participants shall be prompt and prepared for all activities.
3. Participants shall keep their advisors informed of their activities and whereabouts at all times.
4. Participants shall wear identification badges at all times.
5. Participants shall not deface public property. Any damages to property or furnishings in hotel rooms or buildings will be paid for by the individual or chapter responsible.
6. Participants from out of town shall spend the night or nights at selected hotels in assigned rooms.
7. Participants shall be in their respective rooms and quiet by the 11:30 PM curfew.
8. Participants shall not be permitted in sleeping rooms with members of the opposite sex, unless the entry door remains open.
9. Participants shall be prohibited from having alcoholic beverages, *(tobacco),* or drugs <u>in any form</u>.
10. Student participants shall not leave the hotel unless permission from their Advisor has been obtained.
11. Participants shall attend <u>all</u> general sessions and activities for which they are assigned and registered. *(Conference attendance is a privilege, not a right.)*
12. Participants shall adhere to the dress code at all times.
13. Participants violating any of these rules of conduct will subject themselves to disqualification and may be sent home at their own expense*.*

I certify that I have read and understand the aforementioned items in the ITSA Code of Conduct. I agree to abide by the conference guidelines for the time period required including travel from my home school to the conference, during the conference, and returning to my home school.

Student Signature_____	Date_____
Parent/Guardian_____	Date_____

(Advisors – keep original for your file and send a copy to the Division office)

IDAHO TECHNOLOGY STUDENT ASSOCIATION
PMB 328
1770 W. STATE STREET
BOISE, ID 83702

IDPTE WEB Site Image Release Form for Idaho TSA Activities for SY 2004-2005

A release like the one below must accompany image(s) of recognizable people. If such a release is not submitted with the image, then the face will be masked. If the face is unable to be masked appropriately (because of features that are crucial to the material being presented) then the image(s) will not be used on the IDPTE Web Site.

Instructions: (1) Please feel free to print this release and complete it for each recognizable person.
(2) Next, make a copy of each release for your files. If you have questions please email: lpattiso@pte.state.id.us. Include a name and telephone number where you may be contacted. Thank you.

I, _____ (insert your full name), give the Idaho Division of

Professional-Technical Education (IDPTE) permission with respect to the image(s), (photographs, film, tape, etc.), taken of me during: **School Year 2004-2005, in conjunction with Idaho TSA activities**, to use the image(s) on the IDPTE Web Site, along with my name in conjunction therewith, if IDPTE so chooses.

I release and discharge the person(s) who took the image(s) of me, his/her heirs, executors, assigns, and any designee from any and all claims and demands arising out of or in connection with the use of these images (photographs, film, tape), including but not limited to, any claims for defamation or invasion of privacy.

I am of legal age or am the parent / legal guardian of the above subject, and have read the foregoing and fully understand the contents thereof.

Signature	Phone	Date

Print Name	Witnessed by (person of legal age)

Print Advisor's Name	Print School's Name